

## Memorandum of Findings and Recommendations

**To:** Maren Toohill, Planning Administrator/Permit Coordinator  
**From:** Erik C. Atkins, P.E.; Project Manager, Green International Affiliates (Green)  
Luke L. Boucher, P.E.; Project Engineer, Green International Affiliates (Green)  
**Date:** October 25, 2011  
**Subject:** Recommended Modifications to Town of Littleton Subdivision of Land Regulations

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Pursuant to our agreement with the Town of Littleton, Green International Affiliates, Inc. (Green) is submitting this memorandum report of the findings and recommendations from our review of the Code of the Town of Littleton Massachusetts Chapter 249 Subdivision of Land Regulations, dated 2008 (Littleton Subdivision Regulations) with respect to Roadway Design, Stormwater Mitigation and Construction requirements.

This review compared the existing Littleton Subdivision Regulations to the subdivision regulations of several nearby communities and considered recommendation letters/memos from the Town of Littleton Highway and Fire Departments, as well as discussions with Town officials. In all, this review included an examination of the following documents:

- Code of the Town of Littleton Massachusetts Chapter 249 Subdivision of Land Regulations, dated 2008;
- Commonwealth of Massachusetts General Laws, Chapter 41, Sections 81K-81GG, also known as the Subdivision Control Law;
- Town of Acton Planning Board Subdivision Rules and Regulations, dated December 15, 2009;
- Subdivision Rules and Regulations, Chapter 218 from the Code of the Town of Westford, dated October 25, 2004;
- Subdivision Control, Chapter 130, from the Code of the Town of Harvard, dated March 29, 2003;
- Commentary on Updating Subdivision Regulations in Massachusetts, Prepared by Wayne Feiden, AICP;
- Letter from Jim Clyde, Highway Operations Manager, to the Planning Board, dated September 4, 2003 (2003 Clyde letter);
- “Subdivision Rules and Regulations” memorandum from Eric K. Durling, P.E., Town Engineer, to the Planning Board, dated June 10, 2002 (2002 Durling memo);
- “Recommendations for Design/Construction Changes” memorandum from Eric K. Durling, Highway Superintendent, to the Planning Board, dated December 22, 1997 (1997 Durling memo);
- “Subdivision Road Length” memorandum from Eric K. Durling, Highway Superintendent, to the Planning Board, dated August 31, 1994 (1994 Durling memo);
- Fire Safety Memo from Alexander S. McCurdy, Fire Chief, to the Planning Board, dated April 6, 1994 (1994 McCurdy memo).



Of the subdivision regulations reviewed, the Town of Acton Subdivision Rules and Regulations appeared to be the most complete with respect to Roadway and Procedural Items, while the Town of Westford Subdivision Rules and Regulations appeared to cover Stormwater topics in more depth than the other communities. The regulations from abutting communities, in addition to "*Commentary on Updating Subdivision Regulations in Massachusetts*" were used as guidelines for many of Green's recommendations. In general, although not always commented on directly below, there are many times when information that appears in Article V may be more suitable for Article IV or vice versa. We suggest that both Articles be revised to avoid redundancy or conflicting requirements.

Our recommended revisions/additions are provided in Attachment "A". The suggested revisions/additions should be implemented together at one time in order to eliminate the potential for conflicting or incomplete regulations. However, because Town Meeting approval is not required to make the changes, the Planning Board can make changes a little at a time if so desired.

As indicated above, the scope of our review was limited to Roadway Design, Stormwater Conveyance and Mitigation and Construction requirements; however, during our review, we identified some revisions/additions outside of our scope of work, which the Town may want to consider addressing. These revisions/additions have been provided at no additional cost for the Board's benefit in Attachment "B".

We understand that the attached recommendations are lengthy. We are available to discuss these recommendations with you and Jim Clyde at your convenience. Once the recommendations in Attachment A have been approved we will prepare a draft of the revised subdivision regulations for your review using the current Microsoft Word document file of the regulations provided to us and using the "track changes" feature in Microsoft Word.

Should you have any questions regarding these recommendations, please do not hesitate to contact us.

Thank you.

LB/lb

cc: Project File: 11039.001

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